



WESTERN COVENTRY FIRE DISTRICT

1110 Victory Highway

Greene, Rhode Island 02827

Phone (401) 397-7520, Fax (401) 397-1084, www.wcfd.net

Standard Administrative Procedure (SAP) Committee Meeting

to be held at the above location

Thursday, 5 December, 2013, 7:00 p.m.

AGENDA

(posted 2 December, 2013)

1. Call to order, attendance, confirmation of posting and quorum.
2. Acceptance of minutes of 12 June, 2013.*
3. Review and possibly update SAP 5211.00 Minutes of Meetings*
4. Consider and possibly develop an SAP outlining District's administrative matters for content to be included on the WCFD web site.*
5. Based on the decisions made in item 4 above, consider including a web site posting requirement in the text of any applicable SAP or other District document.*
6. Develop an SAP describing scope of acceptable use of the command vehicle.*
7. Develop an SAP describing reimbursable expenses authorized by FEMA.*
8. Update efforts to specify in SAP format the department membership ratings and membership participation requirements.* (SM/Chief)
9. Develop a cohabitation/conduct policy.* (JH & Chief)
10. Review/update SAP 1110.00 Membership Qualification and Application Procedure.*
11. Determine a possible need for a member introduction handbook/SAP.*
12. Review/update SAP 4570.00 Property Disposal Procedure.*
13. Review/update SAP 1610.00 Personnel Evaluation.*
14. Review/update SAP 1620.00 Disciplinary Procedure.*
15. Education Reimbursement Program Requirements SAP 7332.00 to include addressing program completion time table* (JH)
16. Evaluate the need to merge SAP 4750.00, Code Inspection & Plan Review fees with SAP 7645.00, Schedule of Fees & Charges.* (JH/Chief)
17. Continue discussion to developing procedures for auditing practices.* (RH) (JH).
18. Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS.* (JH)
19. Discuss further efforts to establish a HIPPA SAP.* (Chief/Dawson Group)
20. Develop computer use SAP.*
21. New business to include future consideration of any other SAP that the committee deems as being necessary or has been requested by the Board of Directors, District and/or Department officers.
22. Open Forum
23. Schedule next meeting.*
24. Adjournment.*

*Voting by the committee on SAP matters may take place. When ever practical and at the discretion of the chair, the meeting or any part there of may be conducted in an open forum.

WCFD SAP Committee Members

John Humble (C), Richard Holt, Skip Mays, Chief Quattrini